

In most cases, the system test coordinator should complete this form and submit it to OPI. Where there are concerns about ramification from reporting irregularities, this form may be completed by parents, concerned community members, and school personnel who are more comfortable submitting the report themselves rather than through their System Test Coordinator.

Instructions

Please complete the attached NCSC test irregularity report.

- Any concern about breaches in test security, testing irregularities, and/or noncompliance with test administration procedures must be reported immediately to the school principal/authorized representative, System Test Coordinator, and OPI by phone or in person within three days of the incident. The district superintendent should also be notified.
- The Testing Irregularity Report (TIR) is to be completed within five days of the incident. REMINDER: If you are school personnel, please complete this process in collaboration with your system test coordinator, unless you fear possible ramifications for reporting an incident.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension.

Any concern about breaches in test security, testing irregularities, and/or noncompliance with test administration procedures must be reported immediately to the school principal/authorized representative, System Test Coordinator, and OPI by phone or in person within three days of the incident. The district superintendent should also be notified. The Testing Irregularity Form (TIR) is to be completed online within five days of the incident. Instructions for the online process to report a testing irregularity are provided to System Test Coordinators in a separate document.

- To assist in collecting the information needed to submit online, a screen shot of the online form is included in Appendix B of this manual. Appendix C has a list of Tips for completing the online form.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension.
- If there is concern about ramifications from local reporting of an irregularity or breach, a paper form may be completed and submitted directly to the State Assessment Director. A pdf copy is online for this purpose. Click on the security tab at the following link: http://opi.mt.gov/curriculum/MontCAS/#gpm1_5. It can be faxed or mailed to:

Please respect student privacy

- DO NOT include any student's name anywhere on the report.
- DO NOT save the file by the student's name.

Mail or FAX

Please mail or fax the completed form to:

Judy Snow, OPI State Assessment Director,

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.

P.O. Box 202501
Helena, MT 2501
FAX to 406-444-0743

If you have questions, please contact:

- Judy Snow, State Assessment Director, 406-444-3656 or jsnow@mt.gov
- Ashley Makowski, Administrative Assistant, 406-444-3511 or amakowski@mt.gov
- Yvonne Field, Assessment Specialist, 406-444-0748 or yfield@mt.gov

Test Irregularity Report

ID			
General Information All school and system personnel involved in the administration of the NCSC AA-AAS Pilot 2 Test and the accompanying materials must report immediately any violation or suspected violation of test security, administration policies and guidelines, and/or confidentiality. School or system staff should notify their System Test Coordinator and School Principal if they witness or suspect an irregularity has occurred. The System Test Coordinator should notify OPI within 3 days by telephone or email and should complete the online form within 5 days.			
School System Number	School Code Number	Date of Incident (dd/mm/yy)	Has OPI been contacted?
Person Completing Report			Grade
Content Area			
Describe the incident:			
Describe the handling of the incident:			
Educators involved:			
Student State ID (9 digits)			